

OFFICIAL
PERSONNEL BOARD MINUTES
Tuesday, December 9, 2008

CALL TO ORDER

The meeting began at 5:35 p.m. in the Craft Room at the Senior Center.

ROLL CALL

Present: Dave Thomas, Ed Comerford, Ed Fuentes, Anna Marie Jones and Jeanne Garcia

City Staff: Human Resources Director Tami Yuki

APPROVAL OF MINUTES

The minutes of November 18, 2008 were approved

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Current Recruitments

1. Entry Police Officer & Pre-Trained/Lateral Police Officer
(Continuous)
(Oral Interviews 12/13/08)
2. Community Services Director
(Oral Interviews 12/15/08)

Human Resources Director Tami Yuki stated that Human Resources received 137 applications. On December 5th the City Manager and Director Yuki screened 16 applicants by phone. Eight applicants have been invited and scheduled for oral interviews set for December 15th. Personnel Board Comerford asked where the 8 applicants heard about the job. Director Yuki said that not all applicants responded that information will be provided to the Board at the next meeting. Director Yuki distributed a revised list of where applicants heard of the position.

Personnel Board Member Thomas inquired if assessors from other agencies will participate in the oral interviews. Director Yuki replied that a City Manager and Assistant City Manager from neighboring cities will serve as assessors for the oral interviews. Jim O'Leary, Administrative Services Director will be the internal assessor.

Director Yuki said the applicants who are finalists and are from out of the area or out of state, the City Manager will hold follow up interviews the following day.

Personnel Board Member Fuentes asked if it is a reasonable target for a candidate to be appointed by the end of the year. Director Yuki stated if we can get the background information it is a reasonable target. As the holidays are approaching, Director Yuki said that it might be difficult to get the background information and references on time.

Personnel Board Member Fuentes asked if the Recreation Superintendent position will be filled once the Community Services Director is appointed. Director Yuki said that the City is placing all positions on hold because of a hiring freeze. Director Yuki also said that the Recreation Superintendent is an upgrade to an existing position. Still has not come to Personnel Board for review only approved in budget.

Personnel Board Member Fuentes asked who determines the hiring freeze. Director Yuki said that the City Manager in conjunction with the Council determines if there is a hiring freeze.

Director Yuki said that the City is currently experiencing financial difficulties. Based on the economic conditions the City is undergoing a flexible hiring freeze. Director Yuki also stated that if a position was necessary and critical to a department it would be filled. The positions would be filled on a case-by-case basis.

3. **Maintenance Worker**

The same written exam will be administered to applicants who are interested in Public Works and Parks & Recreation position.

Personnel Board Member Thomas suggested that when the applicants sign in for the written exam, the applicants should specify next to their name the position that they are interested in. Personnel Board Member Thomas said that the applicants should also indicate on the written exam whether they are interested in Parks & Recreation or Public Works or both positions.

B. Presentation of Annual Report to City Council

Personnel Board Ed Fuentes will present the Personnel Board report to Council.

C. Board Members Comment

Personnel Board Member Thomas welcomed Jeanne Garcia to the Personnel Board.

D. Code Enforcement Supervisor

At the last meeting, the Board reviewed the Code Enforcement Supervisor. Director Yuki clarified to the Board that the Code Enforcement Supervisor is not a Management position. The Code Enforcement Supervisor does not supervise. Director Yuki stated that the Code Enforcement Supervisor will remain in the Miscellaneous Unit.

E. Eligibility List

Director Yuki stated that if it would be helpful to the Board, the Department Head would be invited to explain the reason that they would like the eligibility list extended.

Personnel Board Member Comerford said that the Personnel Board will not extend the eligibility list, unless the Department Head shows that they have the need and a good reason for the extension. The Board concurred with Personnel Board Member Comerford.

The Personnel Board recommended that the three eligibility lists Public Works Maintenance Worker, Parks & Recreation Maintenance Worker and Field Supervisor should be exhausted since we are currently doing recruitments.

The date of extension on the eligibility list for the Police Sergeant should be May 19, 2009 not May 19, 2008

ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Marie Fir
Secretary